



Tolowa Dee-ni' Nation

Position Description

Title: Natural Resources Director

Class: Management

Status: Full-time

Supervisor: Chief Operating Officer

Department: (11) Natural Resources

FLSA: Exempt

Pay Grade: X - XI (\$24.78 - \$39.71)

Subordinates: Natural Resources and Public Works and Facilities

Grant Funded: Yes

Effective Date: November 2015

Position Summary:

The Director of the Natural Resources Department is responsible for overseeing the overall protection of the environment located on and around the Tolowa Dee-ni' Nation's land base. The incumbent reports directly to the Chief Operating Officer and works closely with local, State, Federal, private sector agencies as well as the general public on sensitive environmental issues that affect the local area and its surrounding communities. The incumbent will be responsible for the day-to-day administration of both technical and financial information that relates to the deliverance of program services within the Natural Resources Department. The primary purpose of the program is to develop and improve the environment of the Tolowa Dee-ni' Nation. The position is also responsible for directing innovative tribal programs and services that meet the needs of the Tolowa Dee-ni' Nation.

Essential Duties and Responsibilities:

- Oversees contracted work, including writing scopes of work, requesting multiple quotes for projects, and issuing task orders for projects. Approves final work product and requests for payment.
- Oversees all aspects of environmental services to ensure members are served in an efficient and professional manner.
- Works to resolve environmental problems that may occur through planning and communication with other environmental protection professionals. Performs special assignments to collect and analyze data and to develop follow-up reports on the strategic objectives of the projects.
- Organizes meetings between the Environmental Protection Agency, Chief Operating Officer and Tribal Council to discuss policies, procedures, planning and direction of specific projects.
- Responsible for overseeing the management of the Nation's Community Water and Wastewater Treatment facilities and infrastructures, including system compliance assurance in meeting all governing environmental codes and regulation.
- Works closely with the Grants and Contracts Department to assist in the development of technical assistance grants, EPA grants and enforcement oversight to Tribal Council. Will evaluate systems; make recommendations for improvements and implementation of changes.
- Works closely with the Chief Operating Officer, all personnel and outside agencies to coordinate all program activities. Oversees adequacy and soundness of the organization and departmental financial structure.
- Lead administrator for all Tolowa Dee-ni' Nation Natural Resources staff and programs, both on and off-Reservation.
- Responsible to provide oversight and supervision for the Nation's programmatic efforts in Fisheries and Natural Resources management, Fish and wildlife habitat protection and enhancement, Forestry, Hunting, Environmental Planning, and Disaster/Emergency services.
- Responsible for yearly budget formulation, preparation and oversight for all Natural Resources grants and programs, including Environmental Protection Agency (EPA) General Assistance

Program (GAP), EAP Clean Water Act § 106, Clean Water Act § 319, recycling, and emergency response.

- Organizes meetings between the EPA, Chief Operating Officer, Tribal Council and all personnel and outside agencies to coordinate all program activities and to ensure that Tribal sovereignty over environmental matters is maintained and consistent with program activities.
- Coordinate all environmental issues pertaining to bringing Tribal Fee Properties into Trust status. Project management on process and point of contact for consultants assisting in environmental activity.
- Coordinates with Cultural Department for protection of Cultural and Historically sensitive sites, on and off Reservation.
- Assigned as Tribal Emergency Response Coordinator for the Nation, insuring Tribal Emergency Operations Plan (EOP), Hazard Mitigation Plan (HMP) and Threat Hazard Identification and Risk Assessment (THIRA) are current. Other duties that are required by this position include: Arranging and facilitating Tribal Emergency Response Committee Meetings, including communication, transportation, securing emergency supplies for the Nation, keeping TERT Members, Tribal Members and Community members trained and informed on emergency issues. Representing TDN at various emergency related trainings, meetings and exercises.
- Must be able to plan and administer numerous grant funded *programs*, i.e. grant negotiations, preparing financial and grant documentation, performing reconciliations between differing types of financial records, oversight and evaluation of the program under the supervision of the Chief Operating Officer.
- Responsible for all grant reporting and monthly reports to Tribal Council and Executive Staff.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

This position oversees all other positions located within the Natural Resources Department. The supervisor assists with unusual situations that do not have clear precedents or when clarification of interpretations of policies/regulations is in question. Employee works independently toward established objectives, sometimes adapting or modifying standards to meet variations in controlling conditions; resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability, and ensures all goals and objectives are met.

Minimum Qualifications:

- Ability to develop a thorough working knowledge of the purpose, priority, needs assessment and mission of the environmental protection program.
- Must have knowledge of infrastructure, codes, ordinances, policies and strategies in relation to environmental regulations.
- Have the ability to both orally and in written English communicate with a diverse group of individuals and professionals in a cordial and courteous manner. Must have skill in negotiations, mediations and relationship building techniques.
- Knowledge of grant administration activities.
- Ability to exercise a high level of judgment, accuracy and organization and be able to accept direction by the Chief Operating Officer.
- Ability to comply with all Federal, State or municipal laws, statues and ordinances.
- Must be willing to travel on occasion.
- Ability to function effectively under the pressure of time and/or demands of several tasks at once by organizing and prioritizing workload.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

- B.A./B.S. Degree in Environmental/Civil Engineering, Environmental Resources Management, Biology or related scientific field is highly preferred.
- Three to five years of demonstrated experience working in an environmental protection services program is required. Experience working in an environmental protection services program in the public sector or tribal government is preferred. A college degree in a closely related field may be substituted for two of the three years required experience.
- One (1) year of supervisory experience is required.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

List all physical demands necessary to complete tasks associated with this position. While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/move 35 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Most work is completed in an office setting. However, on occasion you are required to work outside in different conditions.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____